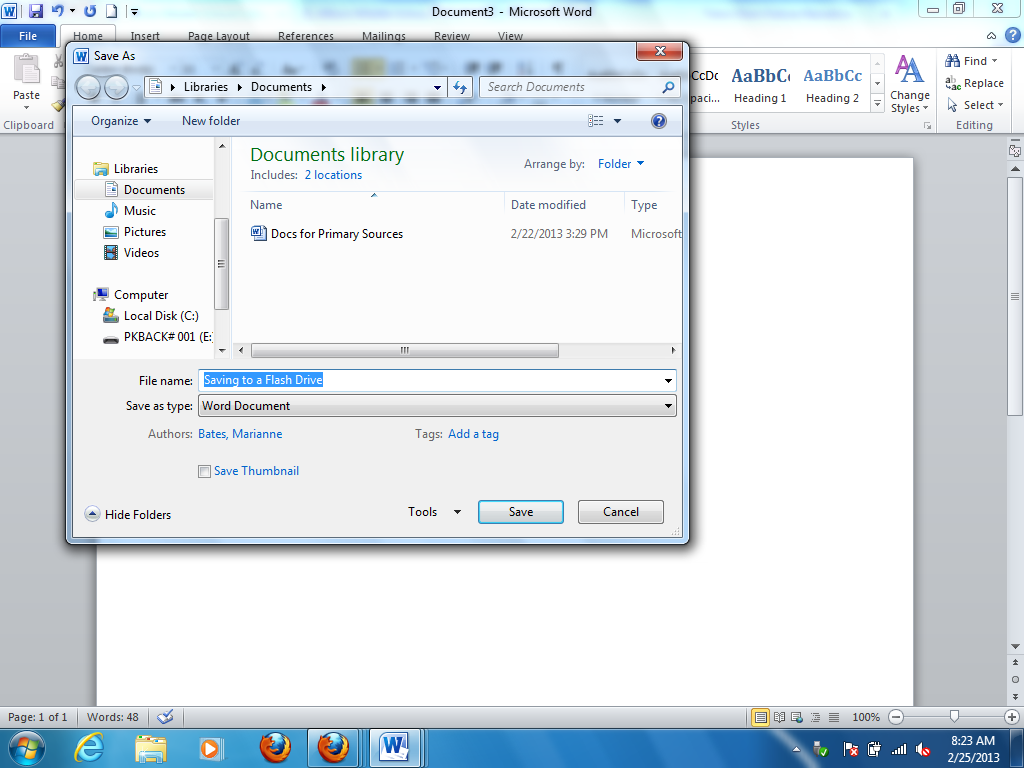
Saving to a Flash Drive

* Open your document or PowerPoint
* Click on File Tab in top left-hand corner
* Click on Save As
* At Organize on left-hand side of page, find your flash drive (usually Drive E) under Computer
* Click on it
* Look in Location text book at top of page to make sure the Location is your flash drive
* Name your document in File Name text box
* Click Save Button

Location Text Box \*\**this PP isn’t ready to save because the location is not the Flash Drive*



File Name

Flash Drive—usually Drive E under Computer